SPCH 1311: Introduction to Speech Communication | Online | #27714
Fall 2020 | 14 Weeks (September 8 – December 13) Online
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: James Duvall, M.A.  Office Phone: N/A
Office: N/A  Office Hours: By Appointment (Webex)
HCC Email: james.duvall@hccs.edu  Office Location: N/A

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Instructor’s Preferred Method of Contact
Please contact me via email. I will respond to emails within 24 hours, Monday through Friday; I will reply to weekend messages on Monday mornings. If you need to reach me by phone, please call me Monday-Friday, between the hours of 8:00 a.m.-4:00 p.m. If you are unable to reach me, please contact our department Administrative Assistant at 713-718-6258.

What’s Exciting About This Course

Everything we do requires communication. Whether it’s ordering a latte from Starbucks, listening to a friend discussing their relationship problem, or participating in a group project with classmates, each requires communication! In this course, you will be introduced to concepts designed to assist you in being a competent communicator.

My Personal Welcome

Introduction to Communication is one of my favorite courses to teach; it introduces you to various types of human communication, including: intrapersonal communication, interpersonal communication, public communication, mass communication, and communication through social media. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my
HCC email. The best way to discuss issues is in person and I am available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with confidence in your communication skills.

**Prerequisites and/or Co-Requisites**

SPCH 1311 requires college-level reading and writing skills. The minimum requirements for enrollment in SPCH 1311 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the HCCS Student Handbook.

**Canvas Learning Management System**

This section of SPCH 1311 will use Eagle Online Canvas (https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. << Insert more specific information about how you expect students to use Eagle Online Canvas here. Include information about scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. >>

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you USE FIREFOX OR CHROME AS YOUR BROWSER.

**HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: http://www.hccs.edu/online/

**Scoring Rubrics, Sample Assignments, etc.**

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap
Instructional Materials

Textbook Information


Revel is a fully digital delivery of Pearson content. The ISBN is for the standalone Revel access card; it is available for purchase at the HCC Bookstore. In addition to this access card, you will need a course invite link, to register and use Revel.

Other Instructional Resources

Publisher’s Digital Workbook

It's time to access Revel Communication: Making Connections, 11e, the course materials for 1311 Fall 2020 Online, #27714.

When you're ready, join your course at: https://console.pearson.com/enrollment/isvnuz

If you need help, check out these Revel student resources: https://www.pearsonhighered.com/revel/students/support/

Here's more information for your course section:
Course start date: Sep 8, 2020
Course end date: Dec 20, 2020

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at http://library.hccs.edu.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of
the specified course, and who earned a grade of A or B. Find details at http://www.hccs.edu/resources-for/current-students-supplemental-instruction/.

Course Overview

SPCH 1311 is a survey course in the basic principles of oral communication. Includes the study of the use of the body and voice, the speaker-listener relationship, and preparation and delivery of platform speeches. Open to all students. Required of majors in speech.

Core Curriculum Objectives (CCOs)

The HCCS Speech Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking Skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- **Communication Skills**—to include effective department, interpretation and expression of ideas through written, oral and visual communication.
- **Personal Responsibility**—to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Teamwork**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Program Student Learning Outcomes (PSLOs)

1. Identify and explain the components of the communication process, as well as clarify how they relate to diverse communication models.
2. Research and select appropriate source materials to develop ideas and support claims for oral presentations.
3. Recognize how to communicate within diverse environments in a socially and personally responsible manner.
4. Demonstrate critical thinking in both written and oral communication.

Course Student Learning Outcomes (CSLOs)

Upon completion of SPCH 1311, the student will be able to:

1. Apply the principles of human communication, including: perception, verbal communication, nonverbal communication, listening, and audience analysis.
2. Demonstrate how to establish and maintain relationships through the use of interpersonal communication.
3. Apply small group communication skills including: problem solving, group roles, leadership styles, and cohesiveness.
4. Develop, research, organize, and deliver formal public speeches.
5. Recognize how to communicate with diverse environments.

Learning Objectives

1. Teach students how to think critically and to listen actively-reflectively, critically, and discriminatively, particularly when discussing issues and attempting to understand and describe behavior.
2. Train students to improve their vocal, aural, and nonverbal skills.
3. Provide opportunities for students to research and use different resources to obtain data for formal and informal discussions, presentations, and conversations.
4. Work with students individually and collectively to build self-confidence, prepare individual, group, and teamwork.
5. Demonstrate the proper ways to start, engage, and end conversations.
6. Give assignments that promote team and group participation, as well as those that develop leadership and followership skills.
7. Place students in roles of interviewer and interviewee to enhance interviewing skills for employment and other endeavors.

**Student Success**

Expect to spend at least three hours per week completing assignments. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as your guide.

**Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook
Assignments, Exams, and Activities

Speeches

There will be one graded speech. Speeches will be graded on content, organization, language, delivery, and visuals.

Exams

The exam will be based from the chapters from the textbook used in class. It will contain 50 – 65 questions. A review sheet will be provided to help study for the exam. Bring your own scantrons, as the professor won’t have any on hand.

In-Class Activities

At times there will be in class activities that can only be completed by being in class, as I expect all student to be in attendance. These in class activities cannot be made up.

Grading Formula

<table>
<thead>
<tr>
<th>Your grade will be determined by the following</th>
<th>Percent of Final Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes and Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Discussions</td>
<td>15%</td>
</tr>
<tr>
<td>Test 1</td>
<td>20%</td>
</tr>
<tr>
<td>Speech</td>
<td>20%</td>
</tr>
<tr>
<td>Final Group Paper</td>
<td>25%</td>
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<tr>
<td>100%</td>
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</tbody>
</table>
## HCC Grading Scale can be found on this site under Academic Information:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Final Average in Percent</th>
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<tbody>
<tr>
<td>A</td>
<td>89.5 – 100</td>
</tr>
<tr>
<td>B</td>
<td>79.5 – 89.4</td>
</tr>
<tr>
<td>C</td>
<td>69.5 – 79.4</td>
</tr>
<tr>
<td>D</td>
<td>59.5 – 69.4</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59.5</td>
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</tbody>
</table>

**Incomplete Policy:**
In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

### Course Calendar
#### Tentative Instructional Outline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities and Objectives and Details</th>
<th>Assignment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (Week)</td>
<td></td>
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</tr>
<tr>
<td>8-Sep</td>
<td>Intro To Class</td>
<td>Read syllabus</td>
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<tr>
<td>11-Sep</td>
<td>Getting everything up to Speed.</td>
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</tr>
<tr>
<td>15-Sep</td>
<td>Ch. 1 The Communication Process</td>
<td>Read ch.1</td>
</tr>
<tr>
<td>18-Sep</td>
<td>Ch. 2 Perception and Communication pt 1</td>
<td>Read ch.2 and do Online quiz</td>
</tr>
<tr>
<td>22-Sep</td>
<td>Ch. 2 Perception and Communication pt 2</td>
<td>Read ch.2 and do Online quiz</td>
</tr>
<tr>
<td>25-Sep</td>
<td>Ch. 3 Culture</td>
<td>Read ch.3 and do Online quiz</td>
</tr>
<tr>
<td>29-Sep</td>
<td>Ch. 4 Verbal Communication</td>
<td>Read ch.4 and do Online quiz</td>
</tr>
<tr>
<td>2-Oct</td>
<td>Video</td>
<td>Video</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-Oct</td>
<td>Ch. 6 Social Media and Tech</td>
<td>Read ch.6 and do Online quiz</td>
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<tr>
<td>9-Oct</td>
<td>Ch. 7 Listening and Thinking</td>
<td>Read ch.7 and do Online quiz</td>
</tr>
<tr>
<td>Date</td>
<td>Activities and</td>
<td>Objectives and Details</td>
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<tr>
<td>6</td>
<td></td>
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<tr>
<td>13-Oct</td>
<td></td>
<td>STUDY FOR EXAM</td>
</tr>
<tr>
<td>16-Oct</td>
<td>Ch. 8</td>
<td>Speech Topics</td>
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<tr>
<td>7</td>
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<tr>
<td>20-Oct</td>
<td>Ch. 9</td>
<td>Gathering Information</td>
</tr>
<tr>
<td>23-Oct</td>
<td>Ch. 10</td>
<td>Organization</td>
</tr>
<tr>
<td>8</td>
<td></td>
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</tr>
<tr>
<td>27-Oct</td>
<td>Ch. 11</td>
<td>Managing your Anxiety Pt.1</td>
</tr>
<tr>
<td>30-Oct</td>
<td>Ch. 11</td>
<td>Managing your Anxiety Pt.2</td>
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<tr>
<td>9</td>
<td></td>
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<tr>
<td>3-Nov</td>
<td>Ch. 12</td>
<td>Informative/Persuasive Pt. 1</td>
</tr>
<tr>
<td>6-Nov</td>
<td>Ch. 12</td>
<td>Informative/Persuasive Pt. 2</td>
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<tr>
<td>10</td>
<td></td>
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<tr>
<td>10-Nov</td>
<td>Speech Day</td>
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<tr>
<td>13-Nov</td>
<td>Ch. 13</td>
<td>Connections in Relationships</td>
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<tr>
<td>11</td>
<td></td>
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<tr>
<td>17-Nov</td>
<td>Ch. 13</td>
<td>Connections in Relationships</td>
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<tr>
<td>20-Nov</td>
<td>Ch. 14</td>
<td>Groups and Teams</td>
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<tr>
<td>12</td>
<td></td>
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<tr>
<td>24-Nov</td>
<td>Ch. 15</td>
<td>Workplace Communication</td>
</tr>
<tr>
<td>27-Nov</td>
<td>Turkey Week</td>
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<tr>
<td>13</td>
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<tr>
<td>1-Dec</td>
<td>Group Work</td>
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<tr>
<td>4-Dec</td>
<td>Group Work</td>
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<tr>
<td>14</td>
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<tr>
<td>8-Dec</td>
<td>EXAM WEEK</td>
<td>EXAM WEEK</td>
</tr>
<tr>
<td>11-Dec</td>
<td>EXAM WEEK</td>
<td>EXAM WEEK</td>
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**Syllabus Modifications**
The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

**Instructor’s Practices and Procedures**

**Missed Assignments**
These will be given only to those only who are not available on test or presentations dates.
due to Sickness (with a valid doctor’s note), family emergencies, or other unexpected events to be discussed during office hours. I do not accept late work. Missed assignments will be considered a zero or F.

**Academic Integrity**

There are many different types of plagiarism and it should be known and avoided. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance): [http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

Houston Community College prohibits students from engaging in dishonest academic behavior as per the Student Code of Conduct. The Department of Speech Communication maintains a strict standard on academic honesty in all courses. Per the HCC Student Code of Conduct, “plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own work. If a student is caught plagiarizing their work in a Speech Communication class at HCC, the student will be addressed accordingly by their Professor and will receive a grade of a zero on the designated assignment. If there is another plagiarism violation, the student will be reported to Maxient. As per the second violation, it will be up to the professor of record to decide if the student will receive a grade of F for the class or for the specific assignment.

**Attendance Procedures**

Students are expected to be in class on time.

Students will have one (1) free days to use for unexcused absences. After one (1), students are required to have an official note (medical notes, work notes, etc) for the missed days not to affect their grade. The unexcused absence will not be valid for test, presentation, or speech days.

Students absent during speech/presentations days (either as speaker or audience member) will have a double effect (2x) in their absence.

Attendance is required for the successful passage of this course. I expect you to attend class every day. I will take roll at the beginning of class. Excessive absences, tardiness, and leaving class early may prohibit the successful completion of this course. I will call roll at the very beginning of class. If a student is more than 15 minutes late, the student will receive half of absence. If a student is thirty minutes late or more, they will be marked as absent (at this point you need to reconsider your schedule).

**Attendance Points:**
- 1 = Full Presence
- -.3 = Tardy
- -.5 = Tardy after 15 minutes
- -.4 = Early Leave
- 0 = Absence
Online Attendance Procedure

Just logging into the course doesn’t mean you are in attendance. What is considered to be attending for online class is the interaction as it follows:

1) Quiz/test on either the syllabus or another assignment (e.g. early reading assignment, self-assessment) - graded or not.
2) Essay response to an instructor's prompt - diagnostic or graded.
3) Discussion response to an instructor's question (e.g. asking students to identify themselves and explain expectations for the course) - graded or not.
4) Email communication with the instructor (i.e. student notifies the instructor about technical difficulties or other extenuating circumstances and explains how/when these problems will be resolved).

Student Conduct

Be the good students and people that you are and always have respect and courtesy in all academic environments, be it in person or online.

Place bags under the table.

Instructor’s Course-Specific Information (As Needed)

All Quizzes are online (or advised otherwise) and must be completed before the start of class time. They will not be reopened.

Students are expected to read the content of the assigned chapters or articles before the start of class and be prepared to answer questions the professor asks of them or to asks questions of the professor. This is heavily part of your participation grades. Answers such as “I do not know”, or others of the like, can heavily reduce the participation grade for the day, and be detrimental towards their final grade.

If no one class reads the assigned material, class will be dismissed and all shall receive zeros in absence and participation grade for the day.

Electronic Devices

Laptops are banned. The instructor has full discretion on whether to allow laptops during the semester and must be discussed with the professor. If you need to take notes, use pen and paper. (ACA students are not restricted under this class policy).

Keep all cell phones, smart watches, and other devices off, vibrate or in silent mode. Please don’t text or make calls during class unless it deals with familial matters, job matters, and of the sort. If a call is needed to be taken, do so outside the class room. If it should deal with these sorts of matter, they must be kept to a minimum. Smartwatches are considered a device, so keep them on silent as well and do not play on them.

If there’s a constant occurrence of cell phone or smartwatch use during class, the student will be asked to leave or an 8-12 page paper will be assigned to the student and will be counted as 5% of their final grade. This can be assigned multiple times with 5% grade weight.
It is easy to tell who is on their cell phones.

Please remove air pods and other audio devices from your ears before entering class.

**Speech Program Information**

The Speech Department at HCC offers the students a variety of courses to help fulfill the Communications portion of their core requirements.

**AWARD TYPES**: Courses Only

**AREA OF STUDY**: Liberal Arts, Humanities & Education

**HCC Policies**

Here’s the link to the HCC Student Handbook [http://www.hccs.edu/resources-for/current-students/student-handbook/](http://www.hccs.edu/resources-for/current-students/student-handbook/). In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

**EGLS³**

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the fall and spring semesters. EGLS3 surveys are not offered during the summer semester due to logistical constraints.

[http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)
**Campus Carry Link**
Here’s the link to the HCC information about Campus Carry: [http://www.hccs.edu/departments/police/campus-carry/](http://www.hccs.edu/departments/police/campus-carry/)

**HCC Email Policy**
When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID](http://www.hccs.edu) and activate it now. You may also use Canvas Inbox to communicate.

**Housing and Food Assistance for Students**
Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

**Office of Institutional Equity**
Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement ([http://www.hccs.edu/departments/institutional-equity/](http://www.hccs.edu/departments/institutional-equity/))

**disAbility Services**
HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to [http://www.hccs.edu/support-services/disability-services/](http://www.hccs.edu/support-services/disability-services/)

**Title IX**
Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex—including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Office of the Dean of Students
Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.


Department Chair Contact Information
Please see below for the Speech Program Department Chairs’ contact information; the Dean’s contact information is also provided.

Department Chair: Dr. Danielle Stagg
Email address: danielle.stagg@hccs.edu
Telephone Number: 713-718-5478

Dean of English & Communication: Dr. Amy Tan
Email address: amy.tan@hccs.edu
Telephone number: 713-718-7814